

Pete Smith
Okaloosa County Property Appraiser



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OFFICE OF
**OKALOOSA COUNTY
PROPERTY APPRAISER**

June 1, 2013

Ms. Cathy Galavis, Budget Supervisor
Department of Revenue
Property Tax Oversight Program
Post Office Box 3000
Tallahassee, FL 32315-3000

Dear Ms. Galavis:

In compliance with Section 195.087, Florida Statutes, please find attached the proposed budget for the Okaloosa County Property Appraiser's office for the period of October 1, 2013 through September 30, 2014. This budget conforms to the requirements and specifications in the Property Appraiser's Instruction Workbook which is provided annually by the Department.

I certify that the information contained herein is a true and accurate presentation of our work program during this period and of our expenditures indicated during prior periods.

Sincerely,

A handwritten signature in black ink that reads "Timothy P. Smith".

Timothy P. Smith
Okaloosa County Property Appraiser

Enclosures

cc: Okaloosa Board of County Commissioners

**PROPERTY APPRAISER'S
SUMMARY OF THE 2013-14 BUDGET BY APPROPRIATION CATEGORY**

**OKALOOSA
COUNTY**

6/1/2013

EXHIBIT A

APPROPRIATION CATEGORY (1)	ACTUAL EXPENDITURES 2011-12 (2)	APPROVED BUDGET 2012-13 (3)	ACTUAL EXPENDITURES 03/31/13 (4)	REQUEST 2013-14 (5)	(INCREASE/(DECREASE))		AMOUNT APPROVED 2013-14 (7)	(INCREASE/(DECREASE))	
					AMOUNT (6)	% (6a)		AMOUNT (8)	% (8a)
PERSONAL SERVICES (Sch. 1-1A)	\$2,275,954	\$2,500,832	\$1,148,649	\$2,680,480	\$179,648	7.18%			
OPERATING EXPENSES (Sch. II)	\$509,957	\$492,480	\$253,883	\$495,629	\$3,149	0.64%			
OPERATING CAPITAL OUTLAY (Sch. III)	\$82,702	\$0	\$24,125	\$96,256	\$96,256	—			
NON-OPERATING (Sch. IV)		\$5,000		\$5,000	\$0	0.00%			
TOTAL EXPENDITURES	\$2,868,614	\$2,998,312	\$1,426,657	\$3,277,365	\$279,053	9.31%			
NUMBER OF POSITIONS	39	39	39	40	1	2.56%			
					COL (5)-(3)	COL (6) / (3)			

OKALOOSA COUNTY

DETAIL OF PERSONAL SERVICES

SCHEDULE IA

OBJECT CODE	ACTUAL EXPENDITURES 2011-12	APPROVED BUDGET 2012-13	ACTUAL EXPENDITURES 03/31/13	REQUEST 2013-14	(INCREASE/(DECREASE))		AMOUNT APPROVED 2013-14
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
10 PERSONAL SERVICES:							
11 OFFICIAL	\$123,451	\$123,543	\$61,771	\$123,543	\$0	0.00%	
12 EMPLOYEES (REGULAR)	\$1,607,274	\$1,726,695	\$806,730	\$1,807,656	\$80,961	4.69%	
13 EMPLOYEES (TEMPORARY)	\$7,098	\$7,332	\$3,620	\$7,488	\$156	2.13%	
14 OVERTIME	\$0	\$0	\$0	\$0	\$0	---	
15 SPECIAL PAY	\$9,426	\$2,000	\$2,402	\$15,846	\$13,846	692.30%	
21 FICA							
2152 REGULAR 7.65%	\$121,632	\$141,429	\$60,497	\$148,911	\$7,482	5.29%	
2153 OTHER	\$0	\$0	\$0	\$0	\$0	0.00%	
22 RETIREMENT							
2251 OFFICIAL	\$5,747	\$8,635	\$3,360	\$11,243	\$2,608	30.20%	
2252 EMPLOYEES	\$47,816	\$59,099	\$24,882	\$82,630	\$23,531	39.82%	
2253 SMS/SES	\$25,452	\$33,871	\$8,141	\$68,323	\$34,452	101.72%	
2254 DROP	\$13,351	\$20,690	\$7,801	\$34,271	\$13,581	65.64%	
23 LIFE & HEALTH INSURANCE	\$287,997	\$351,625	\$143,533	\$351,625	\$0	0.00%	
24 WORKER'S COMPENSATION	\$26,710	\$25,913	\$25,913	\$28,942	\$3,029	11.69%	
25 UNEMPLOYMENT COMP.	\$0	\$0	\$0	\$0	\$0	0.00%	
TOTAL PERSONAL SERVICES	\$2,275,954	\$2,500,832	\$1,148,649	\$2,680,480	\$179,648	7.18%	\$0

Post this total to Col. (2) Ex. A

Post this total to Col. (3) Ex. A

Post this total to Col (4) Ex A

Post this total to +E10 Col (5) Ex A

Col. (5) - (3)

Col (6) / (3)

OKALOOSA COUNTY

DETAIL OF OPERATING EXPENSES

SCHEDULE II

OBJECT CODE	ACTUAL EXPENDITURES 2011-12	APPROVED BUDGET 2012-13	ACTUAL EXPENDITURES 03/31/13	REQUEST 2013-14	INCREASE/(DECREASE)		AMOUNT APPROVED 2013-14
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
OPERATING EXPENSES:							
31 PROFESSIONAL SERVICES							
3151 E.D.P.	\$151,677	\$153,529	\$77,343	\$149,957	(\$3,572)	-2.33%	
3152 APPRAISAL	\$0	\$0	\$0	\$0	\$0	0.00%	
3153 MAPPING	\$0	\$0	\$0	\$0	\$0	0.00%	
3154 LEGAL	\$98,327	\$91,000	\$52,306	\$100,000	\$9,000	9.89%	
3159 OTHER	\$9,541	\$1,695	\$2,220	\$1,955	\$260	15.34%	
32 ACCOUNTING & AUDIT	\$4,975	\$5,100	\$4,975	\$5,100	\$0	0.00%	
33 COURT REPORTER	\$0	\$0	\$0	\$0	\$0	0.00%	
34 OTHER CONTRACTUAL	\$185	\$418	\$37	\$11,745	\$11,327	2709.81%	
40 TRAVEL	\$9,188	\$16,390	\$5,533	\$12,913	(\$3,477)	-21.21%	
41 COMMUNICATIONS	\$3,577	\$2,600	\$1,641	\$2,600	\$0	0.00%	
42 TRANSPORTATION							
4251 POSTAGE	\$7,338	\$12,060	\$2,438	\$9,644	(\$2,416)	-20.03%	
4252 FREIGHT	\$0	\$0	\$0	\$0	\$0	0.00%	
43 UTILITIES	\$0	\$0	\$0	\$0	\$0	0.00%	
44 RENTALS AND LEASES							
4451 OFFICE EQUIPMENT	\$2,572	\$2,480	\$1,236	\$2,480	\$0	0.00%	
4452 VEHICLES	\$0	\$0	\$0	\$0	\$0	0.00%	
4453 OFFICE SPACE	\$0	\$0	\$0	\$0	\$0	0.00%	
4454 EDP	\$0	\$0	\$0	\$0	\$0	0.00%	
45 INSURANCE AND SURETY	\$45,770	\$47,102	\$47,102	\$36,537	(\$10,565)	-22.43%	

OKALOOSA COUNTY

DETAIL OF OPERATING EXPENSES (CONT.)

SCHEDULE II

OBJECT CODE	ACTUAL EXPENDITURES 2011-12	APPROVED BUDGET 2012-13	ACTUAL EXPENDITURES 03/31/13	REQUEST 2013-14	INCREASE/(DECREASE)		AMOUNT APPROVED 2013-14
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
46 REPAIR AND MAINTENANCE							
4651 OFFICE EQUIPMENT	\$1,701	\$2,500	\$170	\$1,940	(\$560)	-22.40%	
4652 VEHICLES	\$15,340	\$12,785	\$5,936	\$13,085	\$300	2.35%	
4653 OFFICE SPACE	\$14,010	\$12,020	\$6,098	\$5,800	(\$6,220)	-51.75%	
4654 EDP	\$19,130	\$27,675	\$2,199	\$34,842	\$7,167	25.90%	
47 PRINTING AND BINDING	\$2,790	\$8,185	\$1,039	\$4,145	(\$4,040)	-49.36%	
49 OTHER CURRENT CHARGES							
4951 LEGAL ADVERTISEMENTS	\$6,746	\$6,800	\$6,695	\$6,800	\$0	0.00%	
4952 AERIAL PHOTOS	\$0	\$0	\$0	\$0	\$0	0.00%	
4959 OTHER	\$3,411	\$750	\$263	\$600	(\$150)	-20.00%	
51 OFFICE SUPPLIES	\$57,484	\$33,031	\$11,437	\$35,944	\$2,913	8.82%	
52 OPERATING SUPPLES	\$25,224	\$28,000	\$9,612	\$26,500	(\$1,500)	-5.36%	
54 BOOKS & PUBLICATIONS							
5451 BOOKS	\$376	\$0	\$175	\$400	\$400	0.00%	
5452 SUBSCRIPTIONS	\$11,681	\$11,950	\$4,832	\$16,627	\$4,677	39.14%	
5453 EDUCATION	\$9,820	\$9,195	\$3,754	\$9,085	(\$110)	-1.20%	
5454 DUES/MEMBERSHIPS	\$7,054	\$7,215	\$5,937	\$6,930	(\$285)	-3.95%	
5455 CHECK CHARGES	\$2,040	\$0	\$907	\$0	\$0	0.00%	
TOTAL OPERATING EXPENSES	\$509,957	\$492,480	\$253,883	\$495,629	\$3,149	0.64%	\$0
	Post this total to Col. (2) Ex. A	Post this total to Col. (3) Ex. A	Post this total to Col. (4) Ex. A	Post this total to Col. (5) Ex. A	Col. (5) - (3)	Col. (6) / (3)	

OKALOOSA COUNTY

DETAIL OF OPERATING CAPITAL OUTLAY

SCHEDULE III

OBJECT CODE	ACTUAL EXPENDITURES 2011-12	APPROVED BUDGET 2012-13	ACTUAL EXPENDITURES 03/31/13	REQUEST 2013-14	INCREASE/(DECREASE)		AMOUNT APPROVED 2013-14
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
60 CAPITAL OUTLAY:	\$0	\$0	\$0	\$0	\$0	---	
64 MACHINERY AND EQUIPMENT							
6451 E.D.P.	\$60,697	\$0	\$1,449	\$32,656	\$32,656	----	
6452 OFFICE FURNITURE	\$0	\$0	\$0	\$18,700	\$18,700	----	
6453 OFFICE EQUIPMENT	\$1,524	\$0	\$0	\$4,900	\$4,900	---	
6454 VEHICLES	\$20,481	\$0	\$22,676	\$40,000	\$40,000	---	
66 BOOKS	\$0	\$0	\$0	\$0	\$0	---	
68 INTANGIBLE ASSETS	\$0	\$0	\$0	\$0	\$0	---	
TOTAL CAPITAL OUTLAY	\$82,702	\$0	\$24,125	\$96,256	\$96,256	---	
	Post this total to Col. (2) Ex. A	Post this total to Col (3) Ex A	Post this total to Col (4) Ex A	Post this total to Col (5) Ex A	Col (5) - (3)	Col (6) / (3)	

OKALOOSA COUNTY

OPERATING CAPITAL OUTLAY (CONT.)
 DETAIL OF EQUIPMENT REQUESTED

SCHEDULE III A

INSTALLMENT PURCHASES

ITEM	TOTAL CONTRACT COST	MONTH AND YEAR PURCHASED	LENGTH OF CONTRACT	REQUEST 2013-14

ITEM	UNIT PRICE	QUANTITY	REPLACE	NEW	REQUEST 2013-14
Vehicles	\$20,000	2	XX		\$40,000
Copier	\$4,900	1	XX		\$4,900
AS/400 (See Data Processing Justification)	\$32,656	1	XX		\$32,656
Modular Furniture	\$9,350	2		XX	\$18,700

OKALOOSA COUNTY

DETAIL OF NON-OPERATING

SCHEDULE IV

OBJECT CODE	ACTUAL EXPENDITURES 2011-12	APPROVED BUDGET 2012-13	ACTUAL EXPENDITURES 03/31/13	REQUEST 2013-14	INCREASE/(DECREASE)		AMOUNT APPROVED 2013-14
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
90 NON-OPERATING							
91 EDP CONTRACT RESERVE		\$0		\$0	\$0	---	
92 OTHER CONTRACT RESERVE		\$0		\$0	\$0	---	
93 SPECIAL CONTINGENCY		\$0		\$0	\$0	---	
94 EMERGENCY CONTINGENCY		\$5,000		\$5,000	\$0	0.00%	
TOTAL NON-OPERATING		\$5,000		\$5,000	\$0	0.00%	
		Post this total to Col. (3) Ex. A		Post this total to Col. (5) Ex. A		Col. (6) - (3)	Col. (7) / (3)

OKALOOSA COUNTY

JUSTIFICATION SHEET

OBJECT CODE		SCHEDULE	AMOUNT OF INCREASE (DECREASE)	JUSTIFICATION
NUMBER	NAME			
11	Official	\$123,543	\$0	
12	Employee (Regular)	\$1,807,656	\$80,961	County budget policy recommendation of 3% market adjustment for current positions of \$50,961 and a request for a new Exemptions Investigator position at an annual rate of \$30,000. See Permanent Position Justification Worksheet.
13	Employees (Temp)	\$7,488	\$156	1 P/T employee who works 35 hours bi-weekly at FL minimum wage +3% performing janitorial services.
14	Overtime	\$0	\$0	
15	Special Pay	\$15,846	\$13,846	1 CFE certification payment of \$2000. Retirement leave payments for pos #3 for \$11,246 and pos #5 for \$2600.
2152	FICA Regular	\$148,911	\$7,482	Increase due to market adjustment on salaries, retirement leave and certification payments
2153	Temporary	\$0	\$0	
2251	Retirement Official	\$11,243	\$2,608	Elected Official retirement calculated at DROP rate of 12.84% through Nov. 2013 when DROP period ends, then from Dec 2013 through Sept 2014 at a rate of 8.21% for DROP terminated in EOC
2252	Retirement Employee	\$82,630	\$23,531	Increase due to retirement rate change to 6.95% and market adjustment on salaries.
2253	Retirement SMS/SES	\$68,323	\$34,452	Increase due to retirement rate change to 18.31% and market adjustment on salaries. Five positions calculated at the SMSC.
2254	Retirement - DROP	\$34,271	\$13,581	Increase due to retirement rate change to 12.84% and market adjustment on salaries. Pos #3 to retire 3/1/14 and pos #19 to retire 5/1/14. DROP retirement rates prorated and remaining retirement for these positions calculated at the regular employee rate of 6.95%.
23	Life & Health Insurance	\$351,625	\$0	
24	Workers Comp	\$28,942	\$3,029	Per directive from County Risk Management Dept.
25	Unemployment Comp	\$0	\$0	
3151	EDP	\$149,957	(\$3,572)	Removed Parcel Analyst program from our FY 14 ACS contract.
3153	Mapping	\$0	\$0	
3154	Legal	\$100,000	\$9,000	Increased activity in our Exemption Investigations Dept. has the potential to impact our legal fees in addition to 9 current legal cases.
3159	Other prof services	\$1,955	\$260	BCC is requiring the Crestview PA office move from the courthouse in FY 14. Increase due to moving costs.
32	Accounting & Audit	\$5,100	\$0	
34	Other Contractual	\$11,745	\$11,327	Increase due to posting change of janitorial services from 4653.
TOTAL			\$196,662	

OKALOOSA COUNTY

JUSTIFICATION SHEET

OBJECT CODE		SCHEDULE	AMOUNT OF INCREASE (DECREASE)	JUSTIFICATION
NUMBER	NAME			
40	Travel	\$12,913	(\$3,477)	See Worksheet
41	Communications	\$2,600	\$0	
4251	Postage	\$9,644	(\$2,416)	See Worksheet
43	Utilities	\$0	\$0	
4451	Rental & Lease Office Equip	\$2,480	\$0	
4452	Rental & Lease Vehicles	\$0	\$0	
4453	Rental & Lease Office Space	\$0	\$0	
4454	Rental & Lease EDP	\$0	\$0	
45	Insurance & Surety	\$36,537	(\$10,565)	Per directive from County Risk Management Dept.
4651	Repair & Maint Office Equip	\$1,940	(\$560)	Newer equipment requiring less maintenance
4652	Repair & Maint Vehicle	\$13,085	\$300	Increase due to overall age of fleet requiring more costly maintenance.
4653	Repair & Maint Office Space	\$5,800	(\$6,220)	Decrease due to changing posting accounts for janitorial services to 3400
4654	Repair & Maint EDP	\$34,842	\$7,167	Increase due to preparing new Crestview office space for our computers, printers and other EDP equipment
47	Printing & Binding	\$4,145	(\$4,040)	Decrease in printing of brochures and handouts.
4951	Legal Advertisements	\$6,800	\$0	
TOTAL			(\$19,811)	

OKALOOSA COUNTY

JUSTIFICATION SHEET

OBJECT CODE		SCHEDULE	AMOUNT OF INCREASE (DECREASE)	JUSTIFICATION
NUMBER	NAME			
4959	Other	\$600	(\$150)	Decrease in document destruction
5100	Office Supplies	\$35,944	\$2,913	Additional costs associated with moving Crestview office, replacement of older office equipment, and updating microsoft operating system on computers.
5200	Operating Supplies (Fuel)	\$26,500	(\$1,500)	Lower fuel prices in area.
5451	Books	\$400	\$400	Updated edition of county street atlas to be published in FY 14.
5452	Subscriptions	\$16,627	\$4,677	Increase cost of several appraisal subscriptions and renewal of Barracuda energizer updates for message archiver and spam/virus firewall
5453	Education	\$9,085	(\$110)	See Worksheet
5454	Dues / Membership	\$6,930	(\$285)	One appraiser licensing fee renews every 2 years and not due until FY 15.
6451	EDP (Capital)	\$32,656	\$32,656	Refer to Data Processing Purchase Justification Worksheet
6452	Furniture (Capital)	\$18,700	\$18,700	New location for Crestview office will not accommodate our current office furnishings. Modular furniture to be purchased to use space more efficiently.
6453	Office Equipment (Capital)	\$4,900	\$4,900	Replace copier purchased in 2002 due to repairs and difficulty in replacing parts.
6454	Vehicles (Capital)	\$40,000	\$40,000	Replace two vehicles (#225726/#225724) due to age, mileage and repair costs
9300	Special Contingency	\$0	\$0	
9400	Emergency Contingency	\$5,000	\$0	
TOTAL			\$102,201	

**EMPLOYEE CERTIFICATION WORKSHEET
OKALOOSA COUNTY**

CURRENT DESIGNATIONS 2013-14

POS. NO.	POSITION TITLE	EMPLOYEE NAME	DATE	ANNUAL AMOUNT
1	Supervisor, Land Dept.	Kendall Sadler	1992	\$0
2	Land Appraiser	William Thome	2009	\$0
3	Residential Appraiser	Mike Sumblin	1992	\$0
4	Assistant Supervisor, Residential Dept.	William Cooper	2012	\$0
5	Commercial Analyst	Edward Owens	2001	\$0
7	Supervisor Residential Dept.	Patrick Castille	1994	\$0
8	Land & Mineral Appraiser	Mark Chancellor	2004	\$0
9	Agriculture Specialist	Keith Hilton	1988	\$0
11	Tangible Personal Property Appraiser	Robert Work	2008	\$0
12	Supervisor, Customer Service & Exemptions	Karen Jones	1996	\$0
14	Finance/Employee Benefits Mgr	Sarah Bartholomew	2003	\$0
15	Cartographer	Cynthia Howard	2000	\$0
16	Sr. Customer Service & Exemptions Spec.	Jennifer Chambers	2001	\$0
17	Supervisor, Tangible Personal Prop	Tony Biondi	1997	\$0
18	Residential Appraiser	Karen Paulk	2005	\$0
20	Commercial Appraiser	Anthony Epperson	2013	\$0
21	Residential Appraiser	Brad DesGranges	2012	\$0
23	GIS Coordinator/Cartographer	Edward Quinlan	2000	\$0
27	Senior Land Appraiser	Gil Camacho-Rosa	1996	\$0
29	Deed Abstractor/Sales Qualification Analyst	Anna Garner	2008	\$0
30	Supervisor, Commercial Dept.	H. Mack Busbee	2004	\$0
31	Condo & Townhome Appraiser	Richard Bullard	2012	\$0
33	Residential Appraiser	Ernest Goodhart, Jr.	2009	\$0
35	Commercial Appraiser	James Finlayson	1998	\$0
37	Sr. Customer Service & Exemptions Spec	Barbara Commander	2009	\$0

NEW DESIGNATIONS 2013-14

POS. NO.	POSITION TITLE	EMPLOYEE NAME	ANNUAL AMOUNT	PRORATED AMOUNT
39	Tangible Personal Property Appraiser	William Tyler Henderson	\$2,000	\$2,000

TOTAL NEW DESIGNATIONS \$2,000

TOTAL CURRENT AND NEW DESIGNATIONS \$2,000

NOTE: TOTAL DESIGNATIONS SHOULD BE INCLUDED IN SPECIAL PAY ON SCHEDULE IA

**VEHICLE INVENTORY FORM
2013-14**

Vehicle Make	Model	Year Leased or Purchased	Mileage	Assigned Work Unit
Ford (166235)	2001 Taurus	2000	49,597	Appraisal
Ford (C974TP)	2001 Crown Victoria	2000	63,272	Administrative
Mercury (110869)	2002 Sable	2002	39,191	Administrative
Mercury (167052)	2003 Sable	2002	37,600	Appraisal
Ford (200513)	2003 F-150	2003	77,051	Appraisal
Mercury (200512)	2003 Mountaineer	2003	58,524	Appraisal
Mercury (225726)*	2003 Sable	2004	78,196	Appraisal
Mercury (225727)	2003 Sable	2004	76,138	Appraisal
Mercury (225725)	2004 Sable	2004	83,896	Appraisal
Mercury (225724)*	2004 Sable	2004	82,741	Appraisal
Mercury (110873)	2005 Sable	2005	101,000	Administrative
Ford (135939)	2006 Ranger	2007	58,202	Appraisal
Ford (110874)	2006 F-150	2007	69,633	Appraisal
Ford (110879)	2005 Dodge Ram	2010	72,109	Appraisal
Ford (166236)	2008 Jeep Liberty	2010	49,307	Appraisal
Chevy (166234)	2012 Malibu	2012	5,516	Appraisal
Chevy (TB9140)	2013 Malibu	2012	4,025	Administrative
* To be replaced				

TRAVEL WORKSHEET

LOCAL TRAVEL FOR FIELD WORK & ADMINISTRATIVE DUTIES

FIELD TRAVEL:

Number of Field Employees	Mileage Reimbursement Rate	Total miles per employee	Total Field Travel	Employees Reimb. At Flat Rate	Flat Rate Amount per Employee	Total Flate Rate Reimb.

ADMINISTRATIVE TRAVEL:

Number of Administrative Employees	Mileage Reimbursement Rate	Total miles per employee	Total Administrative Travel	Employees Reimb. At Flat Rate	Flat Rate Amount per Employee	Total Flate Rate Reimb.

TOTAL LOCAL TRAVEL

SCHOOL, CONFERENCE OR OTHER TRAVEL

SCHOOLS:

Name	City	No. of Employees Traveling	No. of Days Traveling	Transportation Cost per Event	Daily Room Cost per Employee	Daily Per Diem per Employee	TOTAL
IAAO	TBD	8	6		\$110	\$41	\$6,368
CEW	TBD	1	4		\$110	\$41	\$494
TOTAL							\$6,862

CONFERENCES:

Name	City	No. of Employees Traveling	No. of Days Traveling	Transportation Cost per Event	Daily Room Cost per Employee	Daily Per Diem per Employee	TOTAL
FAPA Pre-Leg Con	Tallahassee	2	4		\$110	\$41	\$988
FAPA Post Leg Cor	TBD	2	4		\$110	\$41	\$988
FAPA Annual	TBD	1	4		\$110	\$41	\$494
FIAAO Annual	Orlando	4	4		\$110	\$41	\$1,976
GIS SHRUG	Tallahassee	1	3		\$110	\$41	\$343
ACS User Meeting	TBD	3	2		\$110	\$41	\$576
TOTAL							\$5,365

OTHER:

Type of Travel	No. of Employees Traveling	No. of Days Traveling	Transportation Cost per Event	Daily Room Cost per Employee	Daily Per Diem per Employee	TOTAL
Legislative	1	3		\$110	\$41	\$343
General	1	3		\$110	\$41	\$343
TOTAL						\$686

TOTAL SCHOOL, CONFERENCE OR OTHER TRAVEL \$12,913

TOTAL TRAVEL REQUEST \$12,913

POSTAGE WORKSHEET OKALOOSA COUNTY

Type Of Mail	Number of Items	Postage Rate	Total
MASS MAILINGS:			
Notices of Proposed Property Taxes*			
Personal Property Tax Returns*	0	\$0.00	\$0
Agricultural Class of Lands*	0	\$0.00	\$0
Final Notices			
Receipts			
EXEMPTIONS:			
Renewal Application for Homestead* and related Tax Exemptions	0	\$0.00	\$0
Final Notices			
Receipts			
Agricultural Exemption Denials/Approvals	155	\$0.46	\$71
Agricultural Exemption Applications	155	\$0.46	\$71
Other: (Specify Type)			
Intent to Deny Homestead Exemption	1,100	\$0.46	\$506
Military HX Applications/Acceptance Ltrs	2,825	\$0.46	\$1,300
Senior Exemption	1,960	\$0.46	\$902
Pre-File Letters for Homestead	2,175	\$0.46	\$1,001
Official Denial Ltrs (SX, MH, HX)	815	\$0.46	\$375
Sales Verification and Income Request	3,200	\$0.56	\$1,792
*TOTAL MASS MAILINGS			\$6,017
GENERAL CORRESPONDENCE			
Office	3,752	\$0.46	\$1,726
Office-Certified Mail	45	\$6.11	\$275
Overnight Mail	5	\$25.00	\$125
Exemptions Investigations	164	\$6.11	\$1,002
Tangible Personal Property Dept	1,085	\$0.46	\$499
TOTAL GENERAL CORRESPONDENCE			\$3,627

TOTAL POSTAGE REQUEST (Enter on line 4251, Column (5), Schedule II) **\$9,644**

Explain the method you intend to utilize for the Annual Application for Exemption(s) and the Receipt(s) for the fiscal year 2013-2014
We will no longer be mailing automatic exemption renewal cards.

*The Board of County Commissioners pays for the the mailing of TRIM NOTICES per s.200.069 FS.

***NOTE:** If the mailing of the Notices of Proposed Property Taxes (TRIM) is included in the mass mailing calculation, please include a letter of authorization from your County Commission. This letter is needed since this mailing should be at the expense of the Board of County Commissioners as perscribed by s.200.069, Florida Statutes. If the postage expense for TRIM Notices is to be a direct reimbursement to you by the county, do not include it in the total postage request.

EDUCATION WORKSHEET OKALOOSA COUNTY

SCHOOLS

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
IAAO	TBD	\$375		8	\$3,000
Real Estate Education Specialists	Fort Walton Beach	\$350		1	\$350
					\$0
					\$0
					\$0
					\$0
TOTAL				9	\$3,350

WORKSHOPS

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
IAAO-CEW	TBD	\$400		1	\$400
					\$0
					\$0
TOTAL				1	\$400

CONFERENCES AND SEMINARS

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
FAPA Pre-Leg	Tallahassee	\$350 / \$175		2	\$525
FAPA Post-Leg	TBD	\$350 / \$175		2	\$525
FAPA Annual	TBD	\$350		1	\$350
FCIAAO	Orlando	\$105		4	\$420
Gulf Power Symposium	Miramar Beach	\$100		2	\$200
HR Seminar	Pensacola	\$230		3	\$690
GIS SHRUG	Tallahassee	\$125		1	\$125
TOTAL				15	\$2,835

OTHER

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
PowerPoint Training	On-Site	Flat Rate		15	\$2,500
TOTAL				15	\$2,500

OTHER EDUCATIONAL EXPENSES (SPECIFY)

TOTAL					\$0

TOTAL EDUCATION EXPENSE \$9,085

**DATA PROCESSING PURCHASE
JUSTIFICATION**

ITEM REQUESTED	NUMBER REQUESTED	MAKE AND MODEL NUMBER	LENGTH OF PAYMENT SCHEDULE	COST FOR FISCAL YEAR 2013-14	FULL COST
AS/400	1	IBM iSeries 8202		32,656	\$32,656
139 gb 15k sas Disk Drive	8				
2 Line Wan/Modem	1				
8 gb Main Memory	2				
1725 w Power Supply	2				
175mb Raid Controller	1				
1.5tb/3.0tb LTO 5 sas Tape Drive	1				
Rack Mount Rail Kit	1				
IBM CD Media Kit	1				
iSeries Users	50				
iSeries Upgrade Option	1				
Installation and Migration	1				

Check One Below:

REPLACEMENT OF EXISTING EQUIPMENT

ADDITIONAL EQUIPMENT

STATEMENT OF NEED: To include but not be limited to age, condition, response time, etc. of existing equipment.

The existing AS 400 is due for an OS upgrade. Currently, our AS 400 is at 80% capacity of memory and upgrading the current system will use up any remaining memory and drastically slow the processing speed. The current system was purchased in 2007 with a lifespan of 5 years.

HOW LONG WILL THIS PURCHASE FULFILL THOSE NEEDS?

5-7 Years

ADDITIONAL COMMENTS OR PERTINENT INFORMATION

NOTE: A summary should be submitted for continuation of, or updates to systems being purchased or previously purchased by your office. This includes co-owned with another office in your county. This summary should include initial equipment, year of acquisition and a proposed schedule by year of enhancements to be reflected in future budgets.

DETAIL OF VACANT POSITIONS

Pos. No.	Position Classification	Annual Rate 9/30/13	# Days Vacant
#28	Residential Appraiser	28,000	75

** Please insert additional lines if necessary.*

**SUMMARY OF
REDUCTIONS REQUEST**

PROPERTY APPRAISER

APPROPRIATION CATEGORY	APPROVED BUDGET 2012-13	BUDGET REQUEST 2013-14	Reductions Requested by the COUNTY		Reductions Reflected in REQUEST	
			AMOUNT	%	AMOUNT	%
PERSONAL SERVICES (Sch. 1-1A)	2,500,832	2,680,480	0	0.0%	179,648	7.2%
OPERATING EXPENSES (Sch. II)	492,480	495,629	0	0.0%	3,149	0.6%
OPERATING CAPITAL OUTLAY (Sch. III)	0	96,256	0	0.0%	96,256	0.0%
NON-OPERATING (Sch. IV)	5,000	5,000	0	0.0%	0	0.0%
TOTAL EXPENDITURES	\$2,998,312	\$3,277,365	\$0	0.0%	\$279,053	9.3%
NUMBER OF POSITIONS	39	39		0.0%	0	0.0%

** Please use the second tab to clarify any deviation in the reductions requested by the county and the reductions reflected in this request.*

PERMANENT POSITION JUSTIFICATION

Reset Form

POSITION DATA: POSITION NO.(S) #40

POSITION TITLE Deputy Customer Service/Exemption Investigator FULL-TIME PART-TIME

ANNUAL RATE \$30,000.00 SALARY FUNDING \$30,000.00

Primary functions to be performed:
See Below

LOCATION: Position to be assigned to: Customer Service Investigations Dept. Main or Satellite Office: Ft. Wallton Beach

Department or Section: See Above

WORKLOAD: Current direct workload in this unit:

We took over 4,000 exemption applications for the 2013 tax roll. As described in the NEED section below, we have only one person researching these applications. It is impossible for one person to perform this function. We are requesting another research position.

of positions currently performing this function: one

Full-Time	Full Time	Mon. Hrs. 40 hrs	
Part-Time		Mon. Hrs. _____	
Temporary		Mon. Hrs. _____	# of Months: 12
Direct Overtime		Mon. Hrs. _____	

Current direct workload per position:
See Above

Estimated increased workload:
See Below

NEED: Describe the need for the position. This explanation should include, but not be limited to, why alternatives such as reorganization or shifting of responsibilities within your current framework, additional temporary employment or contract services cannot be considered as viable solutions.

Because of Amendment 10, a/k/a The Save Our Homes Amendment, and the amount of value it has exempted from taxation, many otherwise honest taxpayers are filing fraudulent exemption applications to take advantage of the savings. In order to prevent fraudulent applications from going on the books, we created a position this past year to research, in depth, all applications before approving them. In the past, we accepted signed applications "as completed" assuming everyone who signed under penalty of perjury was honest. Unfortunately, that was not the case. Our Fraud Department has filed over 1,350 liens on properties discovered to have fraudulent applications. We are attempting to slow that process on the application end. Since one person cannot do an in-depth review of several thousand applications between the March 1 filing deadline and the July 1 date for mailing official denial letters, we are requesting to be able to add an additional employee to assist in this task.

This year, we have the new veteran's exemption to contend with, increasing our workload even more. These applications must be hold up to four years while the veteran obtains the necessary documentation from the VA. This statutorily mandated responsibility, added to an already maxed-out staff workload, gives us no choice but to add an additional person to handle the added responsibilities.

TOTAL CURRENT VACANCIES 0

Citizens of Okaloosa County

Property Appraiser

**Director
Director of Administration**

**Supervisor
Residential Dept.**

Assistant Supervisor
Residential Appraiser
Residential Appraiser
Residential Appraiser
Residential Appraiser
Residential Appraiser
Residential Appraiser
Residential Appraiser
Residential Appraiser
Condo & Townhome Appraiser
Deed Abstractor/Sales
Qualification Analyst
Agriculture Specialist

**Supervisor
Tangible Personal Property Dept.**

Tangible Personal Property
Appraiser
Tangible Personal Property
Appraiser

**Supervisor
Commercial Dept.**

Commercial Analyst
Commercial Appraiser
Commercial Appraiser

**Supervisor
Land & Mapping Dept.**

Land Appraiser
Land Appraiser
Land Appraiser
GIS Coordinator
Cartographer

**Supervisor
Customer Service & Exemptions Dept.**

Sr. Customer Srv & Exemptions Spec.
Sr. Customer Srv & Exemptions Spec.
Customer Service & Exemptions Spec.
Customer Service & Exemptions Spec.
Customer Service & Exemptions Spec.
Customer Service & Exemptions Spec.

Investigations Dept.

Deputy Investigator
Deputy Investigator
Customer Service & Exemption
Investigator
Customer Service & Exemption
Investigator

Administration

Finance / Employee Benefits
Manager
Human Resource / CAMAUSA
Database Manager

June 1, 2013